

MVAC MINUTES – APRIL 9, 2003

The MVAC meeting was held on April 9, 2003 at the Division of Wildlife. Larry Wegrzyn started the meeting at 9:00 a.m.

In attendance: Dave Monson – DOC, Cher Threlkeld – DOW, Ken Bohling – DOL, Melissa Ingrisano – DONR Geo Survey, Walt Talmadge – DOT, Kim Harrison – DOHE CU Denver, Carol Hoisington – DOT, Beth Ann Weider – DOT, Gene Stroh – DOHE CSU, Frank Tamayo – DOLA, Michael Stadler – DOHE UNC, Barbara Taylor – DOHE UNC, Roger Friedrich – DOHS, Karen Griggs – CSP, Mercedes Schwall – DONR Parks, Jim Anderson – DOHE CU HSC, Patti Hughes – DOHE CU Boulder, Bryan Flansburg – DOHE CU Boulder, Rob Archer – DOAG, Sheila Bieker – DOHE Pikes Peak, Patti Torres – DOLE, Mary Ann Kramer – CBI.

Updates

- Fleet Manager – Scott was not able to attend the MVAC meeting due to a prior commitment.
- Turn-In Scheduling 10% Reductions – If an agency has no use for the reduction vehicle turn in as soon as possible. If there were a use for the vehicle SFM would like to stagger turn-ins after 7/1/03 through Labor Day. The deadline would be by the end of the calendar year. If SFM is instructed otherwise these targets may be adjusted). If you have a non-drivable vehicle contact Bob Schley – Fleet to transport the vehicle.
- Seasonal Vehicles/03 Replacements – SFM will be flexible with delay turn-in vehicles being used for seasonals.
- Seasonal Solutions – there are limited choices. One option being worked on is to acquire used vehicles (buying). SFM is not authorized to purchase vehicles. SFM is working on a process with Surplus Property to purchase the vehicles and SFM will lease from them.
- Troy's Letter – letter sent out on water conservation.
- Wright Express – several agencies have received a \$2 charge per card on their statement for non-SFM card. There should be no fee per card. Contact Wright Express if you received this on your statement. Contact Sue Koren by email is the best, susan_koren@wrightexpress.com.

Rate Setting

- SFM is in the process of setting rates. The distribution of rates will be out by the May 2003 MVAC meeting. It is SFM's intention to keep the rates the same or minimal change. Variable rates will be the ones affected. The main issue is the rising fuel prices. Other considerations are the aging fleet, replacements gone down and maintenance may go up. The worst-case scenario is that rates will go up by 10%. SFM is looking at setting rates based on class versus body code.

- Impact of Previous Year – SFM requested \$500,000 supplemental spending authority to cover fuel costs. SFM is currently absorbing this cost with surplus funds available but SFM needs the spending authority to use it. We will address the affect of these additional costs, if any, on FY04 rates at the May MVAC.

Operations

- Conoco Alert – Wright Express has informed SFM that some Conoco stations have set an authorization limit at the pump to \$100.00. If the pump pre-authorization is higher than the limit on the WEX card, the card will be rejected at the pump. Sales inside will be authorized. If the driver continues to swipe the card at the pump these will count as transactions and the card could reach its' transaction limit for the day and be declined. If anyone is having a problem with a Conoco station, please email the name of the station and location to SFM.
- Car Wash – Octopus/Firehouse
 - SFM has not heard back from Octopus on the use of the Wright Express card.
 - Firehouse at W. Alameda will take the Wright Express card. At all other locations the driver will need to identify the vehicle as an SFM vehicle and they will bill SFM. The driver will need to give them the last 4 digits of the VIN number and the State plate number.
 - Waterworks will also follow this process.
 - SFM will get the addresses to Octopus, Firehouse and Waterworks car washes out to Vehicle Coordinators.
- Major Impact Issues – If you do not get an answer to an issue you have inquired about and want to pursue it further call Larry Wegrzyn, Scott Madsen or Bob Schley at Fleet.
- CARS Server, Contact Management and Web Site
 - CARS Server – a new server was installed. This will enable CARS to respond faster.
 - Web Site – the web site is progressing fairly well. The mileage log entry on the web is almost ready. SFM will be testing this in the next couple of weeks.
 - Contact Management – SFM is using the CARS database to input information. Modifications have been made to add email addresses to the contact management. SFM will be need to get correct contact information from agencies.

Committee Assignments – Presentations

- Purchase/Cost Reduction – Bob Schley; no progress since the last meeting. Bob would like to revisit the process of how SFM orders vehicles the warranty and fuel economy should be a big consideration when figuring life cycle cost.
- Outside Rentals/Used Vehicles – Mike Stadler; Rentals – the State has agreements with Avis, Alamo and Enterprise. An agency can research another company if an area has none of these available. Vehicles can be rented on a daily, weekly or monthly rate. The insurance will need to be paid on a rental vehicle. Risk Management will not cover a rental vehicle. Most rental agencies will allow the

vehicle to travel out of state. The rental does not have to be authorized. Leasing a vehicle has to be authorized or waived from SFM. Rental companies do not want any of the vehicles taken off-road (not paved, may be gravel or a 4x4 road).

Larry – Used Vehicles; SFM is checking into purchasing used vehicles through Surplus Property. The vehicle would be put into service for six months and then sold with Surplus Property keeping the proceeds. Surplus would purchase these vehicles at Federal auctions. Surplus would need to know exactly what type of vehicle would be needed. Surplus is not set up to lease on a monthly basis. The four to six month lease will be paid at the beginning of the lease.

- Using Personal Vehicles – Tabled until the May 2003 MVAC meeting.
- Regional Motor Pools – Patti Hughes; Tabled until the May 2003 MVAC meeting.
- Vehicle Slots – Bryan Flansburg; A vehicle would be assigned to a slot; the slot will always stay the same even if the vehicle changes. A slot such as a 4x4 will always stay 4x4 even if a vehicle is replaced. This process will be used for vehicle justification. Please email any suggestions to Bryan at bryan.flansburg@colorado.edu.

Wright Express, Brian Truman in May

Brian Truman, Wright Express will attend the May 2003 MVAC meeting. He will be discussing Web training, reports and the read only process.

Open Discussion

- National Conference of State Fleet Administrators (NCSFA) – the conference will be held October 7-11, 2003 in Keystone. SFM will put together more information on the conference and distribute. The organization is non-profit and the conference is self-supporting.
- Larry – SFM would like to start something new. He would like to recognize someone in different agencies or State Fleet who did something good or helpful.
- Bryan Flansburg – CU Boulder has been notified by Dept. of Revenue that they will not license small vehicles, such as GEM cars, with Slow Moving Vehicle plates (SMM).

The meeting was adjourned at 11:10 p.m.

The next meeting will be on May 14, 2003, at 9:00 a.m. The meeting will be held at the Division of Wildlife, Big Horn Room, 6060 Broadway, Denver.